



# ALCE Idiomas SPANISH COURSES ADULT ENROLMENT CONDITIONS

## COURSES

All courses are subject to a Registration Fee of €50, valid for one year from course starting date.

### Course fees apply to:

- Tuition: each lesson is 55 minutes. **EI 020**, 60min.
- Placement test and information pad on first day at our school.
- 24-hour emergency phone number.
- Free Internet access, e-mail facilities, Wi-Fi.
- Teaching material (Textbooks not included.)
- Attendance and achievement certificate at the end of the course.
- 10% discount on established prices to learn any of the other languages taught at our school (English/German/French.)
- Maximum group class size is 6 students. \*ECE 5 students.

**NB. A minimum of 3 students is required to offer a regular group class of 20, 25 or 30 lessons a week. When there is only 1 or 2 students enrolled, they will receive INDIVIDUAL TUITION- 020: \*ONE student receives 10 lessons instead of 20 or 12.5 instead of 25 or 15 instead of 30.**

**\*TWO students receive 12 lessons instead of 20, 15 instead of 25 or 18 instead of 30.**

**\*There will be no alteration in fees or conditions.**

## ACCOMMODATION

All accommodation bookings are subject to an Accommodation Placement Fee of €50.

- Prices include board and other facilities as described on the price list.
- Accommodation is offered subject to availability and should be booked well in advance (minimum 4 weeks.)
- Accommodation details will be sent to the student (or agent) as soon as we have placed him/her with a suitable family, about two weeks before the course starting date.

## STARTING DATES

- GROUP classes start any Monday. Individual lessons can start any week day
- Minimum course duration is **one week** except for **EI, EGP, EP** and **EGR**.

## SCHOOL HOLIDAYS

There are no lessons in our school on the following dates.

**National bank holidays:** January 6th, May 1st, August 15th, October 12th, November 1st, December 6th & 8th.

**Regional bank holidays:** September 8th.

**Local bank holidays :** First Tuesday of June & September 21st.

### \*HOLIDAYS:

**EASTER:** Maundy Thursday and Good Friday.

**CHRISTMAS:** from December 23rd until January 1st, inclusive.

**\*Group classes coinciding with the above mentioned dates will not be recuperated.**

## VISAS (non EU nationals)

Students coming from countries not belonging to the Schengen Agreement, the UK or Ireland, will have to apply for a visa. Visa application forms are available at your nearest Spanish Embassy or Consulate. In order to apply for a visa, all fees must be paid in advance. In the case of visa being refused fees will be refunded except for the deposit of €360. ALCE Idiomas will give reasonable assistance to students and agents when applying for a visa.

## INSURANCE and HEALTH

Students are strongly recommended to take out full travel and health insurance in advance. Students from non-EU countries MUST have a full travel and health insurance.

## CANCELLATION POLICY

- Courses can only be cancelled by sending written notice to ALCE Idiomas-The Asturias Language College.
- If this notice is received 15 days or more before the start date, paid fees will be refunded in full, subject to a minimum deduction of €360.
- If notice of cancellation is given between 14 and 8 days before course commencement, 50% of total fees will be refunded, subject to a minimum deduction of €360.
- If notice of cancellation is given between 7 days before course commencement or after course commencement, no fees will be refunded.
- Students opting for a less intensive programme, after the commencement of the course, will not receive a refund.
- There is no refund of fees for days missed during the course or for late arrival or early departure. Nor can these lessons be recuperated.
- Students cannot transfer from group tuition to individual tuition without paying the full additional cost of individual tuition.
- Should a student have to cut short his stay for valid medical reasons only, the remaining fees will be refunded or credited.
- No refund or deduction is available for courses booked which include public national or local holidays.
- If ALCE Idiomas - The Asturias Language College - is obliged to cancel a course, the school will immediately notify the students and offer them an alternative course or a refund of all fees paid.

## GENERAL CONDITIONS

- Minimum age limit for adult courses is 17+ years.
- Students are expected to attend classes regularly and on time.
- ALCE Idiomas shall not be liable for any loss, damage, injury, expense, delay or inconvenience suffered or incurred in as a result of any circumstance outside the control of the school.
- Where a student has commenced a course and is repatriated for offences against ALCE Idiomas-The Asturias Language College, his host family/other accommodation and Civil Law, all costs will be borne by the student.
- ALCE Idiomas cannot accept responsibility for flight delays, and/or changes in schedules by other parties outside our control.
- Any disputes in relation to accounts or services provided by ALCE Idiomas-The Asturias Language College will, where necessary, be heard in the courts of Oviedo, Spain where the bulk of the service is being carried out.

## DECLARATION

I have read, understand and accept Alce Idiomas-The Asturias Language College Enrolment Conditions.

Student's Name:.....

Date: .....

Place.....

Signature: